



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

January 9, 2006

TO: All Local Educational Agencies (LEAs):
School Districts
Charter Schools
Institutions of Higher Learning
Community Based Organizations

FROM: Arizona Department of Education (ADE), Grants Management

SUBJECT: **Notice of Approaching Deadline to Submit Amendments for Projects Ending June 30, 2006**

ADE policy requires project amendments to be submitted to ADE at least 90 days prior to the project end date. All Local Educational Agencies (LEAs) needing to submit amendments to projects funded by or through the Arizona Department of Education for projects ending June 30, 2006 must do so by April 2, 2006. Late amendments are subject to rejection and LEAs are therefore encouraged to submit immediately to avoid this.

Amendments must be submitted online at www.ade.az.gov/GME. The Grants Management system makes it easy to submit amendments online, and help is always available. LEAs needing assistance with submitting their amendments can contact the ADE Grants Management Office. Grant-specific questions should be referred to the program office responsible for administering the particular grant. Contact information can be found on the Grants Management "Contacts" webpage link. Also, review the Amendments section of the FAQ pages for assistance.

ADE Grants Management (Phoenix):
(602) 542-3452
grants@ade.az.gov

Thanks for your cooperation.